



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

March 30, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY
TO NEGOTIATE AND CONSUMMATE MINOR LEASES
FOR VARIOUS DEPARTMENTS
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate the authority to the Chief Administrative Office (CAO) to negotiate and consummate the minor leases shown on Attachment A for various County departments. Minor leases are identified as leases which do not exceed a term of three years or a monthly cost of \$7,500, including tenant improvements, if any.
2. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve these projects and authorize the CAO and the department involved to implement the projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the proposed action will allow the CAO to administratively extend/renew minor leases for a period not to exceed three years and will provide County departments with continued housing arrangements at their current locations.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

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Pursuant to the authority granted under County Code Section 2.08.159, the CAO may consummate all minor leases administratively. However, while the CAO has the authority to execute new minor leases, a re-lease of the same facility requires Board approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for Board approval for renewal of each of the attached 40 leases.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we improve the workplace environment in order to enhance quality and productivity (Goal 2, Strategy 2) and that we strengthen the County's fiscal capacity (Goal 4). In this case, we are authorizing and consolidating multiple departmental functions and housing some subvented programs in leased space, in accordance with the Strategic Asset Management Principles.

FISCAL IMPACT/FINANCING

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that the monthly rent cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month the CAO will submit a lease recommendation to your Board for approval.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On March 12, 2002 and March 4, 2003 your Board approved similar delegated authority recommendations submitted by the CAO to negotiate and consummate minor leases. The proposed recommendations will be applicable to the 40 leases shown on Attachment A, which are on a month-to-month tenancy or are due to expire during the calendar year 2004, provided the impacted departments indicate a desire to stay at the current facility. New leases with the same term and rental rate limitations, at a different facility, will continue to be covered by County Code Section 2.08.

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The leases shown on Attachment A will be approved by the CAO only under the following conditions:

- The departments involved will be required to provide sufficient justification of their continued need for the space to the CAO, and the CAO will need to find that the renewal of the existing lease is the best course of action.
- The facilities involved must meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become or continue to be effective upon approval and execution by the CAO.
- The proposed leases are too small for child care facilities to be incorporated.
- The proposed lease may contain a rental adjustment provision, if any, to be based on the Consumer Price Index, provided any adjustments will not cause the lease to be for a monthly rental cost greater than \$7,500 per month.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The CAO believes that the proposed recommendations provide the necessary mechanism to lease space for the various County requirements in a more efficient manner. The CAO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

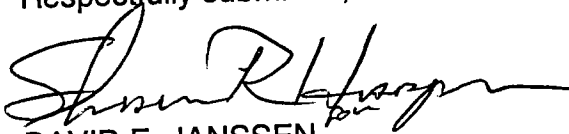
Some of the facilities shown may have additional existing County lease(s). To the extent possible, the CAO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, it will be submitted to your Board for consideration.

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NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

Since all the leases shown on Attachment A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a stylized flourish at the end.

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:CWW
CEM:TS:hd

Attachment

c: County Counsel
Auditor-Controller
All Affected County Departments

MinorLeases-04.b

3/16/2004

EXHIBIT A
Minor Leases Due Calendar Year 2004

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	ENDS DATE
Parks & Recreation	28000 Devils Punch Bowl Rd., Sandrock & Punch Bowl Canyons (Gratis)	Pearblossom	98392	P-0158	11/19/1992	11/20/1993**
Superior Court	100 E. Bay State St., Parking for 150 W. Commonwealth (Gratis)	Alhambra	97752	L-0665	11/01/1999	11/30/1999**
Sheriff	7116 S. Makee Ave., Office Space	Los Angeles	97710	MOU-394	03/01/2001	03/01/2001**
Fire Department	Reservoir No. 12, Helicopter Landing (Gratis)	Whittier		L-0229	10/29/1991	10/28/1996**
Internal Services Dept.-ITS	3860 Crest Rd., San Pedro Hill, Communications Site	San Pedro	98143	L-0490	04/01/1996	03/31/2001**
Internal Services Dept.-ITS	30950 Hawthorne Blvd., Communications Site (Gratis)	Rancho Palos Verdes	98181	L-0607	01/01/1999	12/31/2003**
Alternate Public Defender	1127 Wilshire Blvd., Parking for 1055 Wilshire Blvd., (20 spaces)	Los Angeles	97459	L-0795	02/01/2003	01/31/2004*
Comm & Senior Services	26705 Bouquet Canyon Rd, Office Space (Gratis)	Saugus	97064	L-0741	02/01/2001	01/31/2004*
Board of Supervisors	615 E. Foothill Blvd., Suite D, Fifth District Field Office	San Dimas	98698	L-0734	02/13/2001	02/12/2004*
Public Social Services	17181 E. Gale Ave., Parking for 17171 E. Gale Ave., (31 spaces)	City of Industry	97361	L-0771	07/24/2001	07/23/2004*
Fire Department	318 Whitley Ave., Unit A Lifeguard Baywatch Office/Housing	Avalon	98254	L-0747	04/01/2001	03/31/2004*
Fire Department	8812 W. Avenue, E-8, Ground Lease Fire Station 112	Lancaster	98362	L-0759	04/01/2001	03/31/2004*
Children & Family Services	10750 Laurel Ave., Community Resource Center (Gratis)	Whittier	98984	L-0832	04/01/2003	03/31/2004*

AF/RBA

*Additional leases in the building; regular (Board-approved) or minor leases which are not due in 2004.

(**) Leases have expired and are currently on mo-to-mo status.

3/16/2004

EXHIBIT A **Minor Leases Due Calendar Year 2004**

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	CURRENT MONTHLY RENT	ADDITIONAL LEASES*
Public Social Services	8155 Van Nuys Blvd., Parking for 14545 Lanark St., (114 spaces)	Panorama City	98972	L-0833	04/01/2003	03/31/2004	\$4,170.00	None
Sheriff	785 Edison Ave., TRAP Program (Gratis)	Long Beach	97720	L-0756	05/01/2001	04/30/2004	GRATIS	None
Sheriff	40235 North 170th St., Unit H Sub-station	Lake Los Angeles	97715	L-0755	05/01/2001	04/30/2004	\$506.25	None
Fire Department	35100 San Francisco Cyn. Rd., Fire Camp #14	Saugus	98361	L-0622	05/01/1999	04/30/2004	\$316.66	None
Sheriff	33336 Santiago Rd., Office Space (Gratis)	Acton	97738	L-0839	05/13/2003	05/12/2004	GRATIS	None
Fire Department	7617 Santa Monica Blvd., Parking for Fire Station No. 8, (7 spaces)	West Hollywood	98358	L-0763	05/20/2001	05/19/2004	\$700.00	None
Public Social Services	920 E. Redondo Blvd., Parking for 923 E. Redondo Blvd., (102 spaces)	Inglewood	97167	L-0757 & L-0760	06/01/2001	05/31/2004	3,564.00	None
Health Services	22300 Wardham Ave., Clinic & Office Space	Hawaiian Gardens	97882	L-0766	06/01/2001	05/31/2004	\$1,533.00	None
Parks & Recreation	Equestrian & Hiking Trail, Schabarum Park to Rose Hills Rd.	El Monte	98403	L-0758	06/01/2001	05/31/2004	\$20.83	None
Children & Family Services	1100 North Grand Ave., Federal Independent Living Program	Walnut	99021	L-0844	07/01/2003	06/30/2004	\$2,237.53	None
Parks & Recreation	27401 Lake Hughes Rd, Temporary Entry Permit for signs	Castiac Area	98408	P-0845	07/01/2003	06/30/2004	\$20.83	None
Sheriff	8353 Sepulveda Blvd., TRAP Program, Office Space	North Hills	97866	L-0810	08/01/2002	07/31/2004	GRATIS	None
Fire Department	27400 Tournay Rd., and Championship Way (Ground Lease for Temporary Fire Station 126)	Santa Clarita	98348	L-0774	08/01/2001	07/31/2004	\$562.00	None

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Internal Services Dept.-ITS	4555 W. Avenue "G", Fox Airfield Communications Site	Lancaster	98146	L-0647	09/01/1999	08/31/2004	\$1,900.00	None
Children & Family Services	3300 Civic Center Dr., Office for Custody Transfers to DCFS (Gratis)	Torrance	98909	L-0777	09/24/2001	09/23/2004	GRATIS	None
Parks & Recreation	15501 E. Arrow Hwy, Santa Fe Dam Area, Riding and Hiking Trail (Gratis)	Inwindale	98451	L-0792	10/01/2001	09/30/2004	GRATIS	None
Ag Comm/W & M	11012 S. Garfield Ave., Access road ingress & egress	South Gate	98497	P-0558	10/21/2001	10/20/2004	Term Rent \$1,000.00	None
Chief Administrative Office	222 South Hill St., Office space (SIB)	Los Angeles	98801	L-0781	11/01/2001	10/31/2004	\$750.00	2
Sheriff	1500 7th St., Legislative Advocate Resident Apartment	Sacramento	97729	L-0861	11/01/2003	10/31/2004	\$1,095.00	None
Comm & Senior Services	1370-1372 E. Walnut St., Adult Protective Services, Office space	Pasadena	97057	L-0782	11/15/2001	11/14/2004	\$2,500.00	None
Registrar-Recorder	12501 E. Imperial Hwy, Parking for 12400 E. Imperial Hwy., (50 spaces)	Norwalk	98859	L-0862	11/20/2003	11/19/2004	\$2,500.00	None
Public Works	Los Angeles Air Force Base Monitoring Well (Gratis)	El Segundo	98288	L-0816	12/01/2001	11/30/2004	GRATIS	None
Sheriff	13308 1/2 Valley Blvd., Community Relations, Storefront	La Puente	97865	L-0864	12/01/2003	11/30/2004	GRATIS	None
Health Services	12021 Wilmington Ave., MLK/Drew Medical Center, Parking C (Gratis)	Los Angeles	97994	L-0784	12/06/2001	12/05/2004	GRATIS	None
Public Social Services	900 N. Lake Ave., Parking for 955 N. Lake Ave., (50 spaces)	Pasadena	97214	L-0123	01/01/2003	12/31/2004	\$2,500.00	None

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DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	CURRENT MONTHLY RENT	ADDITIONAL LEASES*
Parks & Recreation	3301 Workman Mill & Peck Rd., Equestrian Staging Area	City of Industry	98407	L-0788	01/01/2002	12/31/2004	\$16.66	None
Children & Family Services	5100-5110 W. Goldleaf Circle, Parking for 5100-5110 Goldleaf Circle (50 spaces)	Los Angeles	98967	L-0785	01/01/2002	12/31/2004	\$2,499.00	1

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